

DATE: 07/14/09

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS Two Civic Center Plaza, El Paso, TX 79901 TELEPHONE 915-541-4124

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of July 21, 2009

Item should read as follows: Appointment of Carla Cardoza to the Animal Shelter Advisory Committee by Representative Steve Ortega, District 7.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Animal Shelter Advisory Committee

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Carla Cardoza
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79936 PHONE: _____

e-mail: cardozac@sbcglobal.net

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: New Committee

EXPIRATION DATE OF INCUMBENT: _____

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 07/21/2009

EXPIRATION DATE OF NEW APPOINTEE: 02/01/2011

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X

2nd TERM: _____

UNEXPIRED TERM: _____

Carla Cardoza

Career Highlights

- 10 years experience in community-university based program development and implementation
- 8 years working with students, faculty and administrators
- 8 years experience working collaboratively with business, public schools, government agencies and community organizations
- 8 years networking experience in El Paso, Juarez, and New Mexico
- 6 years experience in grant and fiscal management
- 6 years teaching and training experience
- 4 years experience as consultant and technical assistance professional
- Bilingual: Truly Fluent in English and Spanish

Core Abilities

- | | | |
|---|---|----------------------|
| • Program Development & Implementation | • Grant and Fiscal Management | • Program Evaluation |
| • Assessment and Research Skills | • Instructional Experience | • Strategic Planning |
| • Local, regional and bi-national Networking | • Technical Assistance and Consulting | |
| • Effective communication and problem solving skills | • Ability to manage and execute budgets | |
| • Ability to work with university and college faculty, students and public school teachers, and parents | | |

Education

University of Texas at El Paso
Master of Public Administration

Bachelor of Arts in Communication,
Major: Public Relations
Minor: Spanish/English Translation

**Professional
Experience:**

Consulting Services

Self-employed: January 2004

Provide consulting services to help faculty, staff, and administrators identify and measure student learning outcomes for academic programs, helping to:

- identify and determine whether program activities have produced the desired outcomes
- identify the impact the program has had or what results it has achieved
- Offer a variety of on-demand workshops on topics such as program assessment, program development, grant-writing, fundraising, nonprofit organizational structure, evaluation, community organization, and others.

El Paso Community College

Part-time Faculty

Address: P. O. Box 20500 El Paso, TX 79998 (915) 831-EPCC

Employed: January 2006-Present

Duties: Adjunct faculty for American and Texas Government courses. Courses serve as introductory courses that provide a broad overview and basic fundamentals of system of government.

Nonprofit Enterprise Center

Volunteer and Co-Founder

Address: 1812 Hunter; El Paso, TX 79915

Employed: January 2003-Present

Duties: Assist in offering training and technical assistance for community and nonprofit organizations in the El Paso/Juarez region. Assist in the coordination of events and conference. Technical assistance in the areas of: program development, grant-writing, fundraising, nonprofit organizational structure, program evaluation,

community organization, and others.

El Paso Community College

Director, Career Services

Address: P. O. Box 20500 El Paso, TX 79998

Employed: May 2007-Present

Duties: Direct, develop, implement, supervise, and evaluate various activities, programs, policies and procedures as related to departmental activities in the areas of Career Services department district-wide. Responsible for the strategic planning and operational management of the department. Research, plan, recommend and implement departmental budget. Manage personnel assigned to the department. Build and maintain relationships with EPCC as well as business and industry sectors and government agencies; solicit cooperative education job training and permanent/part-time placement opportunities for students and alumni. Develop grant proposals for various state, federal and private funding agencies; monitor funding institution policies/procedures for changes and administrative compliance.

City of El Paso, Museums and Cultural Affairs Department

Cultural Funding & Technical Assistance Coordinator

Employed: March 2006- Present

Duties: Develop and manage Cultural Funding and Technical Assistance programs. Involves develop funding guidelines, criteria, and funding process to implement cultural funding program. Provide technical assistance to applicants to include general grant writing training. Select review panelists and manage panel meetings. Monitor fiscal and program compliance. Develop comprehensive documents for reporting on grant funding activities, including assisting in the preparation of reports to state and federal agencies and long-term planning documents. Oversee integration and utilization of the Texas Commission on the Arts (TCA) Sub-granting Program. Monitor grantee performance and ensure compliance with state and federal requirements. Arrange for system training for local arts and cultural organizations and artists.

New Mexico State University, NASA-MU-SPIN (Minority University Space

Interdisciplinary Network), Digital Media Center

Title: Assistant Director

Address: P.O. Box 30001; Las Cruces, NM 88003

Employed: October 2004-December 2005

Duties: Responsible for planning, organizing and coordinating all educational outreach activities, grant management and fiscal administration under the NASA-MU-SPIN NRTS Program (Network Resource Training Site). Responsible for implementing new program and project initiatives, in charge for communicating with public school, university students and community groups, presentations and events to assure a mutual collaboration. Responsibilities include the management and coordination of educational and outreach activities, events and seminars. Tasks involve connecting the educational community in the production and delivery of science, math and technology content through curriculum based activities leveraging experts at existing University and K-12 partners. Responsible for all fiscal and grant management.

University of Texas at El Paso, NASA-MU-SPIN (Minority University Space

Interdisciplinary Network) Digital Media Center

Title: Assistant Director

Employed: October 2003

Duties: Same as Above

University of Texas at El Paso, Center for Civic Engagement (Institute for Community-Based Teaching and Learning)

Title: Director

Address: 500 W. University; El Paso, TX 79968

Employed: September 1998

Duties: Responsible for coordinating and managing all center programs, initiatives and grant activities; assisted as liaison between faculty, university students, and community organizations to assure constructive and essential partnerships; served as liaison for community-based partners in El Paso, Juarez and New Mexico; supervised and oversaw professional staff, graduate and undergraduate students, internships and student assistants. Responsible for all grant activities; ongoing projects; and organization of conferences, seminars and workshops. Managed grant-funded initiatives, assessment and expenditures to ensure compliance with regulations and guidelines.

Responsible for obtaining data, and assessing program in order to meet all goals and objectives required to fulfill grant requirements. Tasks included meeting all deadlines for preparation and submission of grant proposals and grant-related reports. Facilitated communication with public school and community groups and organizations. Responsibilities involved pursuing various funding sources to secure additional funding and research and assessment of existing initiatives.

University of Texas at El Paso, Multimedia Teaching and Learning Center (MMTLC)

Title: Coordinator and Informational Writer/Translator

Address: 500 W. University; El Paso, TX 79968

Employed: Responsibilities included reporting to the MMTLC Director regarding any and all aspects of the Undergraduate Learning Center; this involved scheduling and coordinating events and special tours, creating and distributing public relations material, managing office personnel, supervising building maintenance, assisting as a liaison between external organizations, University administration, faculty, staff, and students; other responsibilities included translating a variety of materials into Spanish and assisting in the development of multimedia projects.

University of Texas at El Paso, Office of the Associate Vice President for Technology Planning and Distance Learning

Title: Executive Assistant and Information Writer/Translator

Address: 500 W. University; El Paso, TX 79968

Employed: September 1996 - July 1997- 10 months; 30 hours per week

Duties: Responsibilities included assisting the Associate Vice President in all administrative and instructional duties; coordinated interoffice and external relations for the office; responsibilities also included writing and translating Web pages, brochures, press releases and other material into Spanish, as well as performing a variety of public relations duties as required.

University of Texas at El Paso, Department of Communications

Title: Administrative secretary

Address: 500 W. University; El Paso, TX 79968

Employed: May 1993 - September 1996

Duties: Responsibilities included assisting the Chair of the department with administrative duties, payroll, class assignments, and invoicing. Provided information to callers, knowledge of policies and operations; screened correspondence and replied independently when possible. Maintained Chair's calendar, scheduled meetings and appointments without clearance on occasion; arranged travel and hotel accommodations as necessary. Prepared memorandums, disciplinary reports, hiring requests, and purchasing requisitions and obtained necessary document approvals. Assisted students.

KTEP-FM Radio, University of Texas at El Paso

Title: Producer/Reporter

Address: 500 W. University; El Paso, TX 79968

Volunteer: May 1996 - September 1997

Duties: Volunteer position as a writer, producer, and editor of feature news stories for a student-produced radio program, Border Voices, which aired on National Public Radio (NPR) affiliate.

El Paso Independent School District Public Relations Office

Title: Intern

Address: 6531 Boeing Drive El Paso, TX 79925

Telephone: 915-779-3781

Supervisor: Patricia Gonzalez

Interned: July 1996 - January 1997- 6 months

Duties: Public Relations Intern, Responsibilities included assisting in the development of newsletters and press releases; assisted in the production of educational children's television programs and resources.

- Presenter. YWCA – Momentum Leadership Institute. “Project Makeover: Empowerment from the Inside Out.” 2007.
- Presenter. Procuracion de Fondos [Fundraising and Grantwriting]. Epoca de Oro Inc. October 2005. CD. Juarez.
- Presenter. Board Development with an Impact: Creating a Highly Involved Board. Planned Parenthood. October 2005. El Paso TX
- Presenter. Strategic Planning. Organizacion Popular Independiente. Nonprofit Enterprise Center, September 2005.
- Presenter. Teamwork and Effective Communication. Social Leadership Institute. August 12, 2005.
- Presenter. ABCs of Grantwriting. Paso del Norte Foundation: Step It Up Initiative. August 10, 2005. El Paso, TX.
- Presenter. Habits of Highly Effective Boards; El Paso Opera. July 2005. El Paso, TX. Presenter. Como Medir el Exito Obtenido: Revision General de Tecnicas de Evaluacion [How to Measure Success: Evaluation Methods]. Healthy Communities organizations-Initiative of the Paso del Norte Health Foundation. March 2005. Cd. Juarez, Chih. Mexico.
- Presenter. Nonprofit Success, Survival or Death. Nonprofit Enterprise Center. August 2004. El Paso, TX.
- Presenter. Essentials of Capacity Building and Technical Assistance. Paso del Norte Health Foundation Initiatives. May 2004. El Paso, TX.
- Presenter. Building Binational Health Research Collaborations. Center for Border Health Research. April 22, 2003; El Paso, TX.
- Presenter. Civics 101. Houchen Senior Center. July 2002; El Paso, TX.
- Presenter. Writing More Effective Grant Proposals for Academia Projects. Universidad Autsnoma de Ciudad Juarez. December 14, 2002; Ciudad Juarez, Chihuahua.
- Presenter. Strategic planning and focus groups on housing issues. Department of Housing and Urban Development. Spring 2002.
- Presenter. 2001 U.S. EPA Community Involvement Conference. June 19-22, 2001; Environmental and Protection Agency; San Antonio, TX.
- Presenter. La Superacion del Hispano. Wesley Foundation Speaker Series; February 2001; El Paso, TX.

Consulting Experience:

- Program Evaluation for Center for Civic Engagement, 2006 – Present
- Organization Restructuring and Strategic Planning for Organizacion Popular Independiente (OPI), 2006
- Program Evaluation for Centro Santa Catalina in Ciudad Juarez, Nonprofit Enterprise Center, 2004-2005
- Trainer for Capacity Building Training. Americorps Vista Volunteer. Summer 2000
- Participant and Organizer. Social Justice Leadership Academy. Paso del Norte Nonprofit Resource Center. July 21-August 1, 2003. El Paso, TX

Other workshop experience:

- To Be or Not To Be a 501c3 - Fiscal Agency vs. Nonprofit Status
- Nonprofit Organization Essential Elements
- Mission Statements for Nonprofits
- Searching for Grants On-Line
- Grant Seeking Techniques
- Grant Writing Essentials
- Writing Successful Grant Proposals
- Grant Management
- Budget/Financial Management
- Towards Sustainability: Resources for Nonprofits
- The Importance of Technical Assistance in Capacity Building
- Habits of Highly Effective Boards
- Success, Survival or Death for Nonprofits
- Communication and Teamwork
- Civics 101: Getting Involved
- The Power Within
- From Theory to Action: Civic Engagement

Professional and Community Associations:

- Women's Fund of El Paso – Outreach Advisory Committee, 2007 - Present
- El Paso Nonprofit Congress Committee, 2007 - Present
- Steering Committee Friends of Civic Engagement, 2007- Present
- Social Justice Leadership Academy, 2003-Present
- Nonprofit Enterprise Center, Co-Founder and Consultant, 2003-Present
- City of El Paso Border Relations Committee, 2004-2006
- City of El Paso Ethics Committee: January 2006 – May 2006
- Bridge Center for Contemporary Art, 2003-2006
- Amigos de Mayachen Group, Art Group, Member 2005
- South Central Girls Collaborative Project- supported by the National Science Foundation. Champions Board Member 2005
- El Poder de la Mujer, Board Member, 2005 - Present
- El Paso Empowered Teens Member 2000-2003
- Graduate of the YWCA Momentum Leadership Program, 2002
- Graduate and Member of the Women In International Security (WISS), 2002-Present
- STARS, El Paso Rape Crisis Center, Board Member, 2001 - 2003
- El Paso Chamizal Collaborative Coalition, Board Secretary, 2000-2001
- Hispanic Women Network of Texas, Vice-President, 1999-2000
- Department of Communication Student Forum, External Vice-President 1996-1997
- Public Relations Society of America, Rio Grande Chapter, Member, 1995

Honors and Awards:

- Graduate Scholarship Award, Association of Public Administrators, 2000
- Award for Outstanding Contributions to Community Youth, City of Socorro, 2000
- Graduate Scholarship to attend symposium Women In International Security (WISS), Summer 2002
- Golden Key International Honor Society, Honorary Member, 2003
- Scholarship Award, National Association of Latinos in Art and Culture (NALAC), 2006

References

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